



## COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY – DOWNEY, CALIFORNIA 90242

(562) 940-2501



**JERRY E. POWERS**  
Chief Probation Officer

August 17, 2015

TO: Supervisor Michael D. Antonovich, Mayor  
Supervisor Hilda L. Solis  
Supervisor Mark Ridley-Thomas  
Supervisor Sheila Kuehl  
Supervisor Don Knabe

FROM: Jerry E. Powers *J.P.*  
Chief Probation Officer

SUBJECT: **TOUCH A LIFE FOUNDATION GROUP HOME CONTRACT COMPLIANCE  
MONITORING REVIEW**

The Department of Probation, Placement Permanency & Quality Assurance (PPQA), Group Home Monitor (GHM), conducted a review of the Touch A Life Group Home, operated by Touch A Life Foundation, in October 2014. Touch A Life Group Home has two (2) sites. The Los Angeles House is located in the Second Supervisorial District of Los Angeles County. The Pomona House is located in the First Supervisorial District of Los Angeles County. They provide services to Los Angeles County Probation foster children only. According to Touch A Life's program statement, its purpose is to provide an intensive, structured psychotherapeutic setting for adolescent males whose disorders have resulted in a pattern of oppositional and/or antisocial behavior.

Touch A Life Group Home consists of two (2) 6-bed sites and is licensed to serve a capacity of 12 boys, 12-17 years old. At the time of this review, Touch A Life Group Home served only two (2) Los Angeles County Probation foster children. Both were placed at the Los Angeles site. Based on the sample size, the placed children's overall average length of placement was four (4) months, and their average age was 18 years old.

Since Touch A Life only had two (2) children placed at the time of the review, both children were used as the sample size. Neither child in the sample was prescribed psychotropic medication, since Touch A Life is not licensed for this population. Additionally, three (3) discharged children's files were reviewed to assess compliance with permanency efforts, and five (5) staff files were also reviewed for compliance with Title 22 Regulations and County Contract Requirements.

### **SUMMARY**

During the PPQA/GHM review, the interviewed children generally reported feeling safe at Touch A Life Group Home, and that they were provided with good care and appropriate services, were comfortable in their environment and treated with respect and dignity. Touch A Life Group Home was in compliance with five (5) of the 10 areas of our Contract Compliance Review: "Maintenance of Required Documentation and Service Delivery", "Health and Medical Needs", "Personal Rights and Social/Emotional Well-Being", "Personal Needs/Survival and Economic Well-Being", and "Discharged Children". The agency was exempt from evaluation under the area of "Psychotropic Medication" because the agency is not licensed to place any children with psychotropic medication needs.

PPQA/GHM noted deficiencies in the areas of "Licensure/Contract Requirements", in that Touch A Life Group Home needs to ensure that the facility vehicles had valid proof of registration placed in the vehicles at all times. The agency was also cited for physical plant deficiencies by Community Care Licensing on two (2) separate occasions prior to this review. In addition, Touch A Life Group Home needs to correct a few physical deficiencies in the kitchen of the Pomona site, as noted in the area of "Facility and Environment", and the Los Angeles site needed more recreational equipment. It was noted, in the area of "Education and Workforce Readiness", that one (1) of the children was not making academic progress during his placement time at the agency. Finally, Touch A Life Group Home had deficiencies in the area of "Personnel Records". The agency failed to maintain copies of educational requirements for one (1) of their staff, and some of the other staff files did not have signed documentation of their acknowledgment of their mandated reporter status.

### **REVIEW OF REPORT**

On November 19, 2014, Probation PPQA Monitor Armando Juarez held an Exit Conference with Touch A Life Group Home, Executive Director Charles Wade. Mr. Wade agreed with the review findings and recommendations and was receptive to implementing systemic changes to improve their compliance with regulatory standards, as well as address the noted deficiencies in a Corrective Action Plan (CAP).

Touch A Life Group Home provided the attached approved CAP addressing the recommendations noted in this compliance report. A follow-up visit was conducted and all deficiencies cited in the CAP were corrected or systems were put in place to avoid future deficiencies. Assessment for continued implementation of recommendations will be conducted during the next monitoring review.

A copy of this compliance report has been sent to the Auditor-Controller and Community Care Licensing.

Each Supervisor  
August 17, 2015  
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If additional information is needed or any questions or concerns arise, please contact Director Lisa Campbell-Motton, Placement Permanency and Quality Assurance, at (323) 240-2435.

JEP:MEP:REB  
LCM:ed

**Attachments**

c: Sachi A. Hamai, Interim Chief Executive Officer  
John Naimo, Auditor-Controller  
Phillip L. Browning, Director, Department of Children and Family Services  
Public Information Office  
Audit Committee  
Sybil Brand Commission  
Latasha Howard, Probation Contracts  
Charles Wade, Touch A Life Executive Director  
Community Care Licensing

**TOUCH A LIFE FOUNDATION  
CONTRACT COMPLIANCE MONITORING REVIEW SUMMARY**

**TALF-LOS ANGELES BOY'S HOME**  
**3822 WEST 59<sup>TH</sup> PLACE**  
**LOS ANGELES, CA 90043**  
**LICENSE NUMBER: 191803623**  
**RATE CLASSIFICATION LEVEL: 9**

**TALF-POMONA BOY'S HOME**  
**1593 DENSMORE STREET**  
**POMONA, CA 91767**  
**LICENSE NUMBER: 191500237**  
**RATE CLASSIFICATION LEVEL: 9**

	<b>Contract Compliance Monitoring Review</b>	<b>Findings: October 2014</b>
<b>I</b>	<b><u>Licensure/Contract Requirements</u></b> (9 Elements) <ol style="list-style-type: none"> <li>Timely Notification for Child's Relocation</li> <li>Transportation Needs Met</li> <li>Vehicle Maintained In Good Repair</li> <li>Timely, Cross-Reported SIRs</li> <li>Disaster Drills Conducted &amp; Logs Maintained</li> <li>Runaway Procedures</li> <li>Comprehensive Monetary and Clothing Allowance Logs Maintained</li> <li>Detailed Sign In/Out Logs for Placed Children</li> <li>CCL Complaints on Safety/Plant Deficiencies</li> </ol>	<ol style="list-style-type: none"> <li>Full Compliance</li> <li>Full Compliance</li> <li>Improvement Needed</li> <li>Full Compliance</li> <li>Full Compliance</li> <li>Full Compliance</li> <li>Full Compliance</li> <li>Full Compliance</li> <li>Improvement Needed</li> </ol>
<b>II</b>	<b><u>Facility and Environment</u></b> (5 Elements) <ol style="list-style-type: none"> <li>Exterior Well Maintained</li> <li>Common Areas Maintained</li> <li>Children's Bedrooms</li> <li>Sufficient Recreational Equipment/Educational Resources</li> <li>Adequate Perishable and Non-Perishable Foods</li> </ol>	<ol style="list-style-type: none"> <li>Full Compliance</li> <li>Improvement Needed</li> <li>Full Compliance</li> <li>Improvement Needed</li> <li>Full Compliance</li> </ol>
<b>III</b>	<b><u>Maintenance of Required Documentation and Service Delivery</u></b> (10 Elements) <ol style="list-style-type: none"> <li>Child Population Consistent with Capacity and Program Statement</li> <li>County Worker's Authorization to Implement NSPs</li> <li>NSPs Implemented and Discussed with Staff</li> <li>Children Progressing Toward Meeting NSP Case Goals</li> <li>Therapeutic Services Received</li> <li>Recommended Assessment/Evaluations Implemented</li> <li>County Workers Monthly Contacts Documented</li> <li>Children Assisted in Maintaining Important Relationships</li> <li>Development of Timely, Comprehensive Initial NSPs with Child's Participation</li> <li>Development of Timely, Comprehensive, Updated NSPs with Child's Participation</li> </ol>	Full Compliance (ALL)

IV	<b><u>Educational and Workforce Readiness</u></b> (5 Elements) <ol style="list-style-type: none"> <li>1. Children Enrolled in School Within Three School Days</li> <li>2. GH Ensured Children Attended School and Facilitated in Meeting Their Educational Goals</li> <li>3. Current Report Cards Maintained</li> <li>4. Children's Academic or Attendance Increased</li> <li>5. GH Encouraged Children's Participation in YDS/ Vocational Programs</li> </ol>	<ol style="list-style-type: none"> <li>1. Full Compliance</li> <li>2. Improvement Needed</li> <li>3. Full Compliance</li> <li>4. Full Compliance</li> <li>5. Full Compliance</li> </ol>
V	<b><u>Health and Medical Needs</u></b> (4 Elements) <ol style="list-style-type: none"> <li>1. Initial Medical Exams Conducted Timely</li> <li>2. Follow-Up Medical Exams Conducted Timely</li> <li>3. Initial Dental Exams Conducted Timely</li> <li>4. Follow-Up Dental Exams Conducted Timely</li> </ol>	Full Compliance (ALL)
VI	<b><u>Psychotropic Medication</u></b> (2 Elements) <ol style="list-style-type: none"> <li>1. Current Court Authorization for Administration of Psychotropic Medication</li> <li>2. Current Psychiatric Evaluation Review</li> </ol>	Not Applicable
VII	<b><u>Personal Rights and Social/Emotional Well-Being</u></b> (13 Elements) <ol style="list-style-type: none"> <li>1. Children Informed of Group Home's Policies and Procedures</li> <li>2. Children Feel Safe</li> <li>3. Appropriate Staffing and Supervision</li> <li>4. GH's efforts to provide Meals and Snacks</li> <li>5. Staff Treat Children with Respect and Dignity</li> <li>6. Appropriate Rewards and Discipline System</li> <li>7. Children Allowed Private Visits, Calls and Correspondence</li> <li>8. Children Free to Attend or not Attend Religious Services/Activities</li> <li>9. Reasonable Chores</li> <li>10. Children Informed About Their Medication and Right to Refuse Medication</li> <li>11. Children Free to Receive or Reject Voluntary Medical, Dental and Psychiatric Care</li> <li>12. Children Given Opportunities to <u>Plan</u> Activities in Extra-Curricular, Enrichment and Social Activities (GH, School, Community)</li> <li>13. Children Given Opportunities to <u>Participate</u> in Extra-Curricular, Enrichment and Social Activities (GH, School, Community)</li> </ol>	Full Compliance (ALL)

VIII	<b><u>Personal Needs/Survival and Economic Well-Being</u></b> (7 Elements) <ol style="list-style-type: none"> <li>1. \$50 Clothing Allowance</li> <li>2. Adequate Quantity and Quality of Clothing Inventory</li> <li>3. Children's Involved in Selection of Their Clothing</li> <li>4. Provision of Clean Towels and Adequate Ethnic Personal Care Items</li> <li>5. Minimum Monetary Allowances</li> <li>6. Management of Allowance/Earnings</li> <li>7. Encouragement and Assistance with Life Book</li> </ol>	Full Compliance (ALL)
IX	<b><u>Discharged Children</u></b> (3 Elements) <ol style="list-style-type: none"> <li>1. Children Discharged According to Permanency Plan</li> <li>2. Children Made Progress Toward NSP Goals</li> <li>3. Attempts to Stabilize Children's Placement</li> </ol>	Full Compliance (ALL)
X	<b><u>Personnel Records</u></b> (7 Elements) <ol style="list-style-type: none"> <li>1. DOJ, FBI, and CACIs Submitted Timely</li> <li>2. Signed Criminal Background Statement Timely</li> <li>3. Education/Experience Requirement</li> <li>4. Employee Health Screening/TB Clearances Timely</li> <li>5. Valid Driver's License</li> <li>6. Signed Copies of Group Home Policies and Procedures</li> <li>7. <u>All</u> Required Training</li> </ol>	<ol style="list-style-type: none"> <li>1. Full Compliance</li> <li>2. Full Compliance</li> <li>3. Improvement Needed</li> <li>4. Full Compliance</li> <li>5. Full Compliance</li> <li>6. Improvement Needed</li> <li>7. Full Compliance</li> </ol>

**TOUCH A LIFE FOUNDATION  
CONTRACT COMPLIANCE MONITORING REVIEW  
FISCAL YEAR 2014-2015**

**SCOPE OF REVIEW**

The purpose of this review was to assess Touch A Life Group Home's compliance with the County contract and State regulations and include a review of the Touch A Life Group Home's program statement, as well as internal administrative policies and procedures. The monitoring review covered the following 10 areas:

- Licensure/Contract Requirements
- Facility and Environment
- Maintenance of Required Documentation and Service Delivery
- Educational and Workforce Readiness
- Health and Medical Needs
- Psychotropic Medication
- Personal Rights and Social Emotional Well-Being
- Personal Needs/Survival and Economic Well-Being
- Discharged Children
- Personnel Records

For the purpose of this review, two (2) Los Angeles County Probation foster children were selected for the sample. At the time of the review, Touch A Life Group Home had a total of two (2) placed children; therefore, a larger sample size could not be used. It should be noted that the Pomona site was not providing services to any children. As of July 30, 2014, there were no children placed at the site due to a lack of placements. However, the site is still open and has one (1) Facility Manager assigned to the location to maintain the daily operations until the agency receives more children. The Placement Permanency & Quality Assurance (PPQA), Group Home Monitor (GHM) interviewed each child and reviewed their case files to assess the care and services they received. Touch A Life Group Home is not licensed to serve children with psychotropic medication needs; therefore, the agency was exempt from review in the area of "Psychotropic Medication". Additionally, three (3) discharged children's files were reviewed to assess Touch A Life Group Home's compliance with permanency efforts.

Five staff files were reviewed for compliance with Title 22 Regulations and County contract requirements, and site visits were conducted to assess the provision of quality care and supervision.

**CONTRACTUAL COMPLIANCE**

The following four (4) areas were out of compliance.

**Licensure/Contract Requirements**

- The vehicle registration was missing from the facility van belonging to the Pomona site. A copy of the registration was placed in the van at the time of the review. As a result, Touch A Life Group Home was out of compliance with the element "Vehicle Maintained In Good Repair".

- Community Care Licensing (CCL) cited Touch A Life Group Home for the following deficiencies:
  1. On February 14, 2014, the Pomona House was cited for Physical Plant deficiencies; for having torn carpet in the den area and for having worn out mattresses and pillows in the bedrooms. Touch A Life Group Home corrected these deficiencies prior to this year's review. The carpeting in the Pomona House was replaced on February 25, 2014, and the beds were replaced on February 24, 2014.
  2. On April 16, 2014, the Los Angeles House was cited for having expired food, and for having one (1) of the children sleep on a stained mattress. Touch A Life Group Home corrected these deficiencies prior to this year's review. The beds at the Los Angeles site were replaced on July 23, 2014, and there was no expired food found during this year's review.

As a result Touch A Life Group Home was out of compliance with the section under "CCL Complaints on Safety/Plant Deficiencies".

### **Recommendation**

Touch A Life Group Home management shall ensure that:

1. All vehicles used to transport children have valid proof of registration in the vehicle at all times, in accordance with California driving laws.
2. Both facilities are free of any substantiated CCL complaints on physical plant deficiencies and are functioning in accordance with all Title 22 standards and regulations.

### **Facility and Environment**

An inspection of the interiors and exteriors of both Touch A Life Group Home sites revealed a few deficiencies that require correction.

- The Pomona site kitchen fire extinguisher was expired and the oven back burner was not functioning properly. The gas line to the burner was at an angle which caused the flame to come out too high on one side, which is a fire hazard and safety concern. As a result Touch A Life Group Home was out of compliance with the element "Common Areas Maintained".
- The Los Angeles site did not have a sufficient variety of recreational activity equipment for physical activities. The site only had one (1) soccer ball, two (2) basketballs, and two (2) Frisbees. As a result Touch A Life Group Home was not in compliance with the element "Sufficient Recreational Equipment/Educational Resources".



### **Recommendation**

Touch A Life Group Home management shall ensure that:

1. The two (2) aforementioned physical deficiencies cited in the common areas that have not already been fixed, are corrected and repaired in a timely fashion.
2. They maintain an adequate supply and variety of recreational sporting equipment to meet the needs of the children placed under their care.

### **Educational and Workforce Readiness**

- A review of the children's files and NSPs indicated that one (1) out of the two (2) children was not making sufficient educational progress. The initial NSP for this child's educational goal stated that he was to, "increase his class attendance and completion of class assignments from 0x per week to 3x per week". However, this goal had to be modified in the quarterly NSP because it indicated that he "continues to display negative behaviors in school and was expelled from school this quarter. He needs to increase his efforts in this area and take his work and future more seriously". In addition, the "Adjustment to Placement" section of the quarterly NSP indicates that the youth's "Academic performance remains poor and below what he is capable of doing. His grades suffer largely due to his lack of focus...and his inability to manage his negative behaviors". Therefore, Touch A Life Group Home was out of compliance in the element "Children's Academic or Attendance Increased".

### **Recommendation**

Touch A Life Group Home management shall ensure that:

1. They work with each placed child, child's teachers and academic counselor to help them meet or improve in their educational goals.

### **Personnel Records**

- A review of the staff files revealed that one (1) out of the five (5) files was missing proof of their qualifications as indicated by a high school/college diploma from their file. As a result, Touch A Life Group Home was not in compliance with the element "Education/Experience Requirement".
- Three (3) out of the five (5) staff files were missing signed documentation acknowledging they understood that they are mandated reporters of child abuse. Therefore, Touch A Life Group Home was out of compliance with the element "Signed Copies of Group Home Policies and Procedures".

## **Recommendation**

Touch A Life Group Home management shall ensure that:

1. They maintain accurate qualification records for all employed staff by ensuring that personnel files include the employee's high school or college diploma, in accordance with Title 22 regulations and standards.
2. They maintain documented proof of notification of the Group Home's policies in each staff's file, including, but not limited to, child abuse reporting requirements

## **PRIOR YEAR FOLLOW-UP FROM THE PROBATION PPQA GHM GROUP HOME CONTRACT COMPLIANCE MONITORING REVIEW**

PPQA/GHM's last compliance report dated July, 21, 2101, identified 15 recommendations.

## **Results**

Based on the follow-up from the 2013-2014, fiscal year, Touch A Life Group Home fully implemented 14 of the 15 previous recommendations for which they were to ensure that:

- All children's files maintained accurate weekly allowance records.
- They made concerted efforts to obtain the signatures of all of the children's Probation Officers in the children's NSPs.
- Each child's NSP was fully completed and adjusted to document the progress they made, and that the Group Home's efforts to assist the children were documented in their NSPs.
- The monthly contact with each child's Probation Officer/Case Worker was properly documented in their NSPs.
- They made concerted efforts to assist the children in maintaining important relationships, and that the Group Home's efforts were documented in the children's NSPs.
- The children's initial and quarterly NSPs were comprehensive and in accordance with Title 22 standards and regulations.
- The children's files maintained accurate school records.
- The children were provided with adequate and timely initial medical and dental exams.
- They maintained signed copies of the Group Home's policies and procedures in each child's file to indicate that they were informed of said rules.

- They maintained a discipline system that did not violate a child's personal rights and was in accordance with Title 22 standards and regulations.
- They maintain documented proof that each child has been informed of their personal rights, including the right to receive or reject medical care.
- They allowed each child the opportunity to participate in the planning of activities.
- They provided all children with life books and encouraged their use.
- They maintained records of a valid driver's license for all staff that transport children.

Touch A Life only failed to fully implement one (1) of the previous 15 recommendations for which they were to ensure that:

- They did not have any physical deficiencies and that the Group Home was clean, safe, sanitary, and in good repair at all times. Although the Group Home did not have many physical deficiencies, there were some repairs and corrections that were cited during this year's review. As aforementioned under the area of "Facility and Environment", the Pomona site had a stove burner that was not properly working and was creating a fire and safety hazard. In addition, the kitchen's fire extinguisher was expired.

#### **MOST RECENT FISCAL REVIEW CONDUCTED BY THE AUDITOR-CONTROLLER**

A recent fiscal review of Touch A Life Foundation has not been conducted by the Auditor Controller.

**TOUCH A LIFE FOUNDATION**  
**3822 West 59<sup>th</sup> Place, Los Angeles, CA 90043**  
**1593 Densmore Street, Pomona CA 91767**  
**(323) 295-4235 or (909) 626-3709**  
**(323) 295-0656 Fax**

**DATE:** December 16, 2014  
**TO:** Probation Department Managers & DPO Armando Juarez  
**FROM:** Touch A Life Group Home Management  
**RE:** Corrective Action Plan

Attached is Touch A Life's Corrective Action Plan. If there are any questions, please feel free to contact Charles Wade at (323) 295-4235.

  
\_\_\_\_\_  
**Executive Director**

**TOUCH A LIFE FOUNDATION GROUP HOME  
CONTRACT COMPLIANCE MONITORING REVIEW SUMMARY**

**3822 West 59th Place,  
Los Angeles CA 90043  
License # 191803623  
Rate Classification Level: 9**

**1593 Densmore Street,  
Pomona CA 91767  
License # 191500237  
Rate Classification Level: 9**

**December 16, 2014**

**I. Licensure/Contract Requirements**

**Findings:**

1. The vehicle registration was missing from the facility van belonging to the Pomona site.
2. Community Care Licensing (CCL) cited Touch A Life for the following deficiencies:
  - On February 14, 2014, the Pomona House was cited for Physical Plant deficiencies for having torn carpet in the den area, and for having worn out mattresses and pillows in the bedrooms.
  - On April 16, 2014, the Los Angeles House was cited for having expired food, and for having one (1) of the children sleep on a stained mattress.

**Corrective Action Plan:**

1. The vehicle registration was placed in the van. The Facility Manager will conduct monthly van inspections that will include verification that the most current proof of insurance and registration are in the van. The facility manager will log the vehicle inspections in the facility log book.
2.
  - Prior to the LPA walk-through, Touch A Life Foundation had acquired an estimate for new carpet on February 3, 2014. On February 25, 2014 new carpet was installed and mattresses and pillows purchased. To assure that we are in compliance, the Touch A Life Quality Assurance managers will use the Probation Monitoring Exit Summary report check list as a monthly guideline.
  - At the time of the Licensing visit, all expired food was removed immediately. New mattresses were purchased on April 28, 2014. To assure that we are in compliance, the Touch A Life Quality Assurance Managers will use the Probation Monitoring Exit Summary Report check list as a monthly guideline.

## **II. Facility & Environment**

### **Findings:**

1. The Pomona site kitchen fire extinguisher was expired and the oven back burner was not functioning properly. The gas line to the burner was at an angle which caused the flame to come out too high on one side, which is a fire hazard and safety concern.
2. The Los Angeles site did not have a sufficient variety of recreational activity equipment for physical activities.

### **Corrective Action Plan:**

1. Staff is looking into whether stove top burner can be repaired or replaced. The burner will be repaired or replaced by January 25, 2015. The fire extinguisher was serviced by FireMaster on Friday, December 19, 2014. To assure that we are in compliance, the Touch A Life Quality Assurance managers will use the Probation Monitoring Exit Summary report check list as a monthly guideline.
2. Additional outdoor equipment, board games and video games were added.. Badminton and soccer ball were donated. Receipts for the video games are attached. To assure that we are in compliance, the Touch A Life Quality Assurance managers will use the Probation Monitoring Exit Summary report check list as a monthly guideline.

## **IV. Educational and Workforce Readiness**

### **Findings:**

1. A review of the children's files and NSPs indicated that one (1) out of the two (2) children was not making sufficient educational progress.

### **Corrective Action Plan:**

2. Staff met with minor's teachers (MDT meetings) to discuss how minor could improve his grades. Also, the Title 1 Teacher tutor comes to the group home twice a week. The above minor recently reunified with his family and at the time had improved his grades. To assure that we are in compliance, the Touch A Life Quality Assurance managers will use the Probation Site Visit Group Home monitoring report checklist as a monthly guideline.

**X. Personnel Records**

**Finding:**

1. A review of the staff files revealed that one (1) out of the five (5) files was missing proof of their qualifications from their file. To assure that we are in compliance, the Touch A Life Quality Assurance managers will use Probation Site Visit Group Home monitoring report checklist as a monthly guideline.
2. Three out of the five (5) files were missing signed documentation acknowledging that they understood that they are mandated reporters of child abuse.

**Corrective Action Plan:**

1. Staff will ensure that all staff have copies of their high school or college diplomas in their employee file. Facility Managers will conduct quarterly audits on current staff files. When/if new staff are hired, the Touch A Life Quality Assurance managers will use the Probation Monitoring Exit Summary report check list as a guideline. These audits will be recorded in a staff audit log book that was developed and implemented on December 30, 2014.
2. Administrator will ensure that all employees sign Licensing's Statement Acknowledging Requirement to Report Child Abuse (Lic 9108) form. The Administrator conducted staff training on Child Abuse Reporting on January 10, 2014. Touch A Life Quality Assurance managers will use the Probation Monitoring Exit Summary report check list as a guideline. These audits will be recorded in a staff audit log book that was developed and implemented on December 30, 2014.